

Checklist for Registering Sole Proprietorships

Sole Proprietorships

- ☐ Type of business -- Sole Proprietorship
- ☐ Name and SSN of applicant (Sole Proprietorships are listed under the name of the applicant)
- ☐ Name, SSN, and address of the owner of the business
- ☐ Industry Classification (NAICS Code) – tables are provided
- ☐ Information about the previous owner if the business was acquired
- ☐ The Doing Business As (DBA) name, phone number, physical address, mailing address, and record address for each location in South Carolina
- ☐ Account Number and routing number (for electronic check payments – Electronic Funds Withdrawal) or credit/debit account number (for credit/debit card payments) and other applicable payment information

Note: If a sole proprietor has multiple businesses, each business can be represented by a location. Each business will have a separate location DBA name.

Other Sections (may be optional)

Business Personal Property (per location)

- ☐ Estimated date when entity began/will begin conducting business within the state
- ☐ Daytime business phone number

Retail Sales License (per location)

- ☐ Location Doing Business As (DBA) name or trade name
- ☐ Physical address
- ☐ Mailing address
- ☐ Records address
- ☐ Phone number
- ☐ Products sold
- ☐ Estimated date of first sale

Employment (per sole proprietor)

- ☐ Number of employees

Withholding Account

- ☐ Physical address
- ☐ Mailing address
- ☐ Records address
- ☐ Business phone number
- ☐ Anticipated first date of employment in South Carolina
- ☐ Anticipated date of first payroll in South Carolina
- ☐ Is employment seasonal
- ☐ Principal place of business – in or outside SC
- ☐ Estimated Federal Withholding for the quarter
- ☐ Estimated highest quarterly payroll

Unemployment Account

- ☐ Federal withholding (941 total) during the previous 12 months
- ☐ Is the business liable for Federal Unemployment Tax (FUTA form 940)
- ☐ First quarter ending date that payroll was (will be) \$1500 or more

You start getting familiar with SCBOS by checking out the tutorials which will take you step by step through the SCBOS Web site with topics including: How to Use the SCBOS Tutorials, How to Login for the First Time, and South Carolina Business One Stop (SCBOS) Overview.

Once you've had a chance to familiarize yourself with SCBOS, go to www.scbos.com and create a user account by clicking on the "New User" button. Once you've setup your new user account and have created a personal profile with "Secret Questions" to protect your identity, proceed to "User Workspace" and click on "Registrations" located on the top navigation toolbar. Select "Start New Business" or "add Existing Business" and work your way through each question. Remember, you can always hit the "Pause" button to save your Application and resume at a later date.